

Name\_\_\_\_\_

Teacher\_\_\_\_\_

Period\_\_\_\_\_

**High School and Beyond  
Graduation Requirement  
Senior Unit  
2011-2012**

**First Semester**

Lesson 1: Resume Worksheet

Lesson 2: Resume

*A proficient resume is required in order to earn credit in your  
English class.*

**Due Date: One week from today's presentation**

**Second Semester** (Requirements will be distributed in the spring)

Lesson 3: 13<sup>th</sup> Year Plan

**Due Date: April 13, 2012**

*If you have any questions, please visit the CRC.*

## What is a Resume?

A resume is not just a listing of your work experience and education. It's your advertising - your brochure. Like any other advertising, it should 'sell' you to the reader. It is a summary of your education, skills, accomplishments, work history, and qualifications for a particular job.

**The ultimate purpose of a resume is to obtain an interview with a potential employer.**

First impressions matter, so make sure the first impression created by your resume is a positive one. The average resume gets between 12 - 30 seconds of attention. It needs to be appealing – neat, organized, professional and visually eye-catching. Once you have the employer's attention, you need to get his/her interest. The goal is to get him/her to read the entire page. Your objective and qualifications will get the employer's interest and encourage him/her to read further.

Use the *Resume Worksheet* which follows to help you describe your skills and qualifications.

# Resume Worksheet

This worksheet is a tool to assist you in gathering and organizing your information in preparation for writing your resume. Answer each question as completely as possible.

## EDUCATION

High School \_\_\_\_\_  
District \_\_\_\_\_  
Graduation Date \_\_\_\_\_  
Special Emphasis \_\_\_\_\_  
College or Technical School (for Running Start students) \_\_\_\_\_

## ACTIVITIES

You may be active in different organizations or clubs. Employers will look at such involvement as evidence of initiative and dedication. Your ability to take an active role, or even a leadership role should be included on your resume.

List all organizations, teams, clubs, committees or volunteer groups you belong to. (Sports teams, Honor Society, band, school clubs, Kirkland Youth Council, Scouts, DECA, ASB, Search and Rescue, HAM radio, etc.)

Organization \_\_\_\_\_ Years in organization \_\_\_\_\_  
Fully describe your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization \_\_\_\_\_ Years in organization \_\_\_\_\_  
Fully describe your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization \_\_\_\_\_ Years in organization \_\_\_\_\_  
Fully describe your duties and responsibilities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HONORS/RECOGNITION

List any awards or special recognitions you have received. (Varsity letter, Most Improved Player, Eagle Scout, Gold Award, Student of the Quarter, etc.)

Award \_\_\_\_\_ Date received \_\_\_\_\_  
Award \_\_\_\_\_ Date received \_\_\_\_\_  
Award \_\_\_\_\_ Date received \_\_\_\_\_

Do you have any certificates or have you completed any other workplace training?

Food Handlers Permit \_\_\_\_\_  
CPR/First Aid \_\_\_\_\_  
Life Guard/Water Safety Certificate \_\_\_\_\_  
Other \_\_\_\_\_

## COMPUTER SKILLS

List your computer skills, and indicate whether you consider yourself a beginner, intermediate or advanced. (MS Word, Excel, Power Point, Publisher, PhotoShop, PaintPro, etc.)

Example: MS Word - intermediate

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## PERSONAL ACHIEVEMENTS

Describe any personal accomplishments or projects that may be of interest to a future employer.

Examples:

- Had the lead role in a local theatre production of *Grease*; performed 6 shows in 2 weeks in front of 200+ guests.
- Completely restored a 1977 Mustang with my father.
- Journeyed through eight Eastern European countries over six weeks in the summer of 2008.
- Played the drum in local band for 4 years.
- Designed and constructed a 120 foot long gated fence in my backyard.
- Own over 500 DVD's from all genres in my person movie collection.
- Do after-school care, homework help, driving to activities, and dinner for 2 younger siblings

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## MISCELLANEOUS

Do you have a valid driver's license? \_\_\_\_\_ How long? \_\_\_\_\_

Do you have a clean driving record? \_\_\_\_\_

Do you own or have access to, a reliable vehicle? \_\_\_\_\_

What languages do you speak and write fluently? \_\_\_\_\_

In what languages can you manage a simple conversation? \_\_\_\_\_

List any courses/workshops you may have taken (night school, weekend workshop, correspondence or online course) \_\_\_\_\_

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## WORK EXPERIENCE and/ or VOLUNTEER EXPERIENCE

**You may not have any work experience yet.** Employers know and understand this. You have many more qualifications in your background to draw from, so focus on those. Think about everything you have done, there may be value for an employer.

If you worked in a retail store, your skills and qualifications include customer service skills, dependability, accountability, the ability to work as part of a team, and experience in managing money.

Were you a part time babysitter? This means you coordinated schedules, mediated conflicts, prepared meals, and helped with homework.

If you have not had a job, make sure your volunteer experiences, activities, awards, recognition, and personal achievements are fully described.

**Work Experience / Volunteer Experience One**

Job Title \_\_\_\_\_

Dates (from/to) \_\_\_\_\_

Employer/Supervisor \_\_\_\_\_

City, State \_\_\_\_\_

Fully describe your duties and responsibilities. Think about a typical day or shift on the job from beginning to end. Mention whether you were given additional duties over time.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe all the tools and equipment you used. Include hand tools, machinery, computers, cash registers, office equipment, etc.

\_\_\_\_\_  
\_\_\_\_\_

Describe all the skills used. This could include organizational skills, following directions, sales, math skills, mechanical skills, professional telephone etiquette, hardware troubleshooting, customer service, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fully describe your achievements on the job. Think about achievements you may have been praised for or goals you met. For example: "achieved sales of \$500 in one 4 hour shift" or "processed an average of two flats of new stock every hour".

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work Experience / Volunteer Experience Two**

Job Title \_\_\_\_\_

Dates (from/to) \_\_\_\_\_

Employer/Supervisor \_\_\_\_\_

City, State \_\_\_\_\_

Fully describe your duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List tools and equipment used on the job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Work / Volunteer Experience Three**

Job Title \_\_\_\_\_

Dates (from/to) \_\_\_\_\_

Employer/Supervisor \_\_\_\_\_

City, State \_\_\_\_\_

Fully describe your duties and responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List tools and equipment used on the job: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Achievements: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***You have discovered many skills and qualifications that can be included on your resume.  
Now, it's time to work them into your resume.***

Resume Template

**Your Legal Name – (Larger font and bold)**

Street Address, City, State, Zip Code

Email

Phone

**OBJECTIVE**

**SKILLS / QUALIFICATIONS**

**EMPLOYMENT / VOLUNTEER HISTORY**

**EDUCATION**

**ACTIVITIES / LEADERSHIP / AWARDS**

# Parts of a Resume

(See previous page of packet for template)

## **Heading**

In the “header” of your resume tell the employer who you are and how to contact you. Your name should be bold and a larger font size (14 - 16) than the rest of the resume.

**Joe Rebel**  
10601 NE 132nd Street  
Kirkland, WA 98034  
joerebel@lwsd.org  
(425) 823-7600

## **Objective**

The purpose of the “Objective” is to inform the employer of your goal. Use one or two sentences describing the job you’re seeking.

*Example:*

### **OBJECTIVE:**

To obtain a front desk job at Columbia Athletic Club where I can use my customer service skills.

Seeking a part-time life guard position where I can utilize my water safety skills and previous lifeguarding experience.

To obtain a coaching position with Skyhawks where I can utilize my fun attitude and knowledge of sports.

If a hiring manger thinks you don’t have much interest working there and suspects you’ll only last a short while before quitting, chances are you won’t be hired. It costs the company too much money to start all over again with recruiting, screening, interviewing, hiring and training. Employers want to make sure you can do the job, and you really want the job.

## **Skills/Qualifications**

Your skills should address the experiences and qualifications the employer is seeking. List 4-6 skills or qualifications. Use the *Resume Worksheet* to help you with this section. Choose power words and action verbs from the “Power Words” sheet in this packet.

*Example:*

### **SKILLS/QUALIFICATIONS:**

- Experienced working with youth as a coach and referee
- Bilingual – fluent in English and Cantonese

- Proficient in PhotoShop, Illustrator, Dreamweaver and Microsoft Office
- Experienced cash registrar operator
- Balanced sports, Advanced Placement classes, and work using time management skills
- Provided customer service through both work and volunteer experiences

*Every year you will add more skills and qualifications as you have more experiences.*

## **Work/Volunteer Experience**

Business name and job title should stand out. Use “Power Words” to list at least 3 responsibilities or duties performed. Include dates of employment by year only. List your most recent job/volunteer experience first. Use present tense for your current job and past tense for previous jobs. Using bullets makes a resume easier to read.

*Example:*

### **WORK EXPERIENCE:**

#### **Baskin & Robbins - Kirkland, Washington**

*Sales Associate*

*2009 – Present*

- Cited for consistently giving outstanding customer service
- Operated the cash register and store computer
- Managed inventory and placed orders
- Inventoried all the merchandise in the store

#### **Java Joe’s, Lynnwood, Washington**

*Barista*

*2010 – 2011*

- Served 200+ customers per day
- Resolved problems with dissatisfied customers
- Received frequent compliments from customers

### **VOLUNTEER EXPERIENCE:**

#### **Smith Family**

*2008 – Present*

*Babysitter*

- Responsible for 3 children ages 2-8
- Mediated conflicts between siblings
- Prepared meals and helped with homework

*Other volunteer examples:*

Redesigned web page for Juanita Pool Recreational Programs staff  
 Tutored students in reading comprehension at John Muir Elementary  
 Supervised 6<sup>th</sup> graders at week-long outdoor education camp

## **Education**

Include school name, district, graduation date, GPA (if 3.0 or higher – be sure, don’t guess) and emphasis of study (optional). List only high school or college (if doing Running Start).

*Example:*

**EDUCATION:**

Juanita High School, Lake Washington School District, Kirkland WA  
Graduation: 2012  
GPA: 3.63  
Emphasis: Gourmet Foods

**Activities/Leadership/Awards**

*Example:*

**ACTIVITIES:**

|  |                |
|--|----------------|
| Juanita High School                      |                |
| Varsity Soccer                           | 2010 – Present |
| National Honor Society                   | 2009 – Present |
| Model United Nations                     | 2010 – 2011    |
| Class of 2012 Cabinet                    | 2009 – 2010    |
| Lake Washington Youth Soccer Association | 2007 – Present |

**LEADERSHIP:**

|                               |                |
|-------------------------------|----------------|
| Kirkland Youth Council        | 2009 – Present |
| Planned All-City-Youth-Summit |                |
| Spanish Club President        | 2010 – 2011    |

**AWARDS AND RECOGNITION:**

This is an optional section. List any recognition (awards, honors) you have received that would help to describe your qualification for this job.

*Example:*

|   |      |
|---|------|
| Juanita High School                     |      |
| Student of the Quarter – World Language | 2010 |
| Soccer, Most Improved Player            | 2009 |
| People-to-People, Student Ambassador    | 2009 |

For high school students a resume should not be longer than one page.

## Janet Espinoza

10601 NE 132<sup>nd</sup> Street

Kirkland, WA 98034

425-823-7600

s-jespinoza@lwsd.org

### Objective:

To obtain a chef position at Safeco Field where I can utilize my food preparation and customer service skills

### Skills:

- Demonstrated active listening and cooperation with groups assigned in Foods classes
- Assisted in problem resolution with team members
- Proven strong work ethic

### Work Experience:

#### Sales Associate - Baskin & Robbins

2010 – Present

- Took inventory of all the merchandise in the store
- Operated the cash register and store computer
- Provided outstanding customer service
- Managed inventory and placed orders

#### Childcare - Hansen Family

2008 – 2010

- Prepared meals
- Mediated conflicts between children
- Taught social skills
- First Aid and CPR certified
- Supervised 4 children aged 2 - 8

### Education:

Juanita High School, Lake Washington School District, Kirkland WA

Graduation: 2012

Grade Point Average: 3.6

Emphasis: Foods, Gourmet Foods, and Business

### Activities:

Juanita High School Orchestra Program

2009 - Present

Citizenship Award for Orchestra

2010 - 2011

Most Inspirational Award for Orchestra

2010

### Awards:

Juanita High School

Student of the Quarter – Physical Education

2010

Student of the Quarter – Visual Arts

2009

## POWER WORDS

|              |              |              |              |                 |
|--------------|--------------|--------------|--------------|-----------------|
| Accompanied  | Contrasted   | Filed        | Managed      | Rearranged      |
| Accumulated  | Controlled   | Filled       | Manufactured | Rebuilt         |
| Achieved     | Converted    | Financed     | Marked       | Recalled        |
| Acquired     | Convinced    | Finished     | Marketed     | Received        |
| Administered | Coordinated  | Fitted       | Measured     | Recommended     |
| Admitted     | Copied       | Fixed        | Modified     | Reconciled      |
| Advised      | Corrected    | Formulated   | Monitored    | Recorded        |
| Aided        | Corresponded | Founded      | Motivated    | Reduced         |
| Allowed      | Counseled    | Governed     | Negotiated   | Referred        |
| Analyzed     | Counted      | Graded       | Nominated    | Registered      |
| Answered     | Created      | Graphed      | Noted        | Regulated       |
| Applied      | Credited     | Greeted      | Notified     | Related         |
| Appointed    | Debated      | Handled      | Numbered     | Relayed         |
| Appraised    | Decided      | Headed       | Observed     | Renewed         |
| Arranged     | Delivered    | Helped       | Obtained     | Reorganized     |
| Assessed     | Demonstrated | Hired        | Opened       | Repaired        |
| Assisted     | Deposited    | Identified   | Operated     | Replaced        |
| Attached     | Described    | Implemented  | Ordered      | Reported        |
| Attended     | Designed     | Improved     | Organized    | Requested       |
| Authorized   | Detailed     | Improvised   | Outlined     | Researched      |
| Balanced     | Determined   | Increased    | Overcame     | Reserved        |
| Billed       | Developed    | Indexed      | Packaged     | Responsible For |
| Bought       | Devised      | Indicated    | Packed       | Retrieved       |
| Budgeted     | Diagnosed    | Informed     | Participated | Revised         |
| Built        | Discovered   | Initiated    | Patrolled    | Routed          |
| Calculated   | Dismantled   | Inspected    | Perfected    | Scheduled       |
| Cashed       | Dispatched   | Installed    | Performed    | Secured         |
| Catalogued   | Dispensed    | Instructed   | Piloted      | Selected        |
| Changed      | Displayed    | Insured      | Placed       | Separated       |
| Charged      | Directed     | Integrated   | Planned      | Served          |
| Charted      | Distributed  | Interpreted  | Posted       | Serviced        |
| Checked      | Documented   | Interviewed  | Prepared     | Set Up          |
| Classified   | Drew         | Introduced   | Prescribed   | Showed          |
| Cleaned      | Drove        | Inventoried  | Presented    | Sold            |
| Cleared      | Earned       | Investigated | Priced       | Solicited       |
| Closed       | Employed     | Invoiced     | Printed      | Sorted          |
| Coded        | Encouraged   | Issued       | Processed    | Stocked         |
| Collected    | Engineered   | Judged       | Produced     | Stored          |
| Commanded    | Entertained  | Justified    | Programmed   | Straightened    |
| Communicated | Established  | Kept         | Promoted     | Summarized      |
| Compiled     | Estimated    | Learned      | Prompted     | Supervised      |
| Composed     | Evaluated    | Lectured     | Proposed     | Supplied        |
| Computed     | Exchanged    | Licensed     | Proved       | Taught          |
| Conducted    | Exhibited    | Listed       | Provided     | Telephoned      |
| Conferred    | Expanded     | Listened     | Published    | Tested          |
| Constructed  | Experienced  | Loaded       | Purchased    | Transferred     |
| Consulted    | Fabricated   | Located      | Ran          | Transported     |
| Contacted    | Facilitated  | Logged       | Rated        | Tutored         |
| Contracted   | Figured      | Maintained   | Read         | Typed           |
|              |              |              |              | Verified        |

Below are some examples of words you might choose to use in your resume. These are just examples – there are many more. You will want to use those that are most appropriate for YOU

### **STRENGTHS / PERSONAL QUALITIES**

|  |   |   |   |
|--|---|---|---|
| Cooperative<br>Hard Working<br>Imaginative<br>Organized<br>Dependable<br>Responsible | Willing<br>Dedicated<br>Creative<br>Self Motivated<br>Determined<br>Trustworthy | Caring<br>Productive<br>Efficient<br>Punctual<br>Supportive<br>Leader | Energetic<br>Diligent<br>Detail Oriented<br>Outgoing<br>Mature<br>Cooperative |
|--|---|---|---|

### **SKILLS AND ABILITIES**

(Think of specific Examples which demonstrate each skill you list)

|   |  |  |  |
|---|--|--|--|
| Bi-Lingual<br>Computer<br>Customer Service<br>Time Management | People Skills<br>Problem Solving<br>Coaching<br>Teamwork | Leadership<br>Music<br>Communication<br>Mechanical | Teaching<br>Sports<br>Math<br>Conflict Mediation |
|---|--|--|--|

### **ADJECTIVES / ADVERBS**

(Use these as needed to highlight your accomplishments)

|   |  |   |
|---|--|---|
| Accurate/Accurately<br>Consistent/Consistently<br>Efficient/Efficiently<br>Outstanding/Outstandingly<br>Significant/Significantly | Capable/Capably<br>Contributed Toward<br>Familiar With<br>Quick/Quickly<br>Thorough/Thoroughly | Challenging<br>Effective/Effectively<br>Skillful/Skillfully<br>Successful/Successfully<br>Objective/Objectively |
|---|--|---|

# Resume Checklist

- \_\_\_\_\_ Heading features your name in a way that draws the eye to it first (larger font and bold). Your address includes a zip code; your phone number includes an area code; your email address is included.
  
- \_\_\_\_\_ Overall appearance invites you to read the resume. White space is visually appealing to the reader – it keeps the reader from being overwhelmed by the amount of text on the paper. Be brief and concise. Use wide margins; double and triple space between sections. Indentations are used to organize information logically.
  
- \_\_\_\_\_ Included are at least three areas of accomplishment (e.g. education, work experience, activities) that show the depth of your experience and the range of your activities and accomplishments.
  
- \_\_\_\_\_ Phrases begin with strong action verbs. Keep the tenses the same, be consistent.
  
- \_\_\_\_\_ Work and educational experiences are listed in reverse chronological order (most recent first).
  
- \_\_\_\_\_ Language used represents you. Resume is written in commonly used language. Technical terms are used only if they are required to explain your work.
  
- \_\_\_\_\_ You *show* your accomplishments, not just provide a list of them.
  
- \_\_\_\_\_ A format is used that puts your strongest “most sellable” point first (consider arrangement of topics throughout the resume).
  
- \_\_\_\_\_ Full capitalization is used for headings and proper nouns only.
  
- \_\_\_\_\_ Limit the use of personal pronouns (I, me, my), and your resume is made up of phrases, not complete sentences.
  
- \_\_\_\_\_ Font style and bullets are consistent.
  
- \_\_\_\_\_ Spelling and punctuation are 100% correct.
  
- \_\_\_\_\_ Resume is one page.